

# ASSIGNMENT 7

Textbook Assignment: "Officer Service Records," chapter 6, pages 6-1 through 6-16.

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LEARNING OBJECTIVE: Identify the procedures used to create the officer's service record. Recognize the importance of maintaining the data contained in officer records in a secure manner.

- 7-1. The information contained in an officer's service record is accessible to which of the following personnel?
1. Only those directly involved with handling their records
  2. All PNs
  3. All YNs
  4. Each of the above
- 7-2. What total number of personnel records are maintained for each officer of the Navy and Naval Reserve?
1. One
  2. Two
  3. Three
  4. Four
- 7-3. The permanent microfiche record is maintained at what location?
1. CHNAVPERS
  2. EPMAC
  3. NRPC
  4. SECNAV

- 7-4. Which of the following statements best describes the importance of handling and maintaining the security of officer records?
1. The personnel officer is the only individual responsible for handling and maintaining officer records and keeping them in a safe place
  2. The administrative officer is the only individual responsible for handling and maintaining officer records, and keeping them in a safe place
  3. The YNs are the only individuals responsible for handling and maintaining officer records in a safe, secure location in the administrative office
  4. Officer records are maintained and handled by specifically authorized individuals and are filed separately from enlisted records in a secure location
- 7-5. An officer's microfiche record is the Property of what individual/activity?
1. The command to which the officer is attached
  2. The PERSUPPDET or the administrative office that maintains the officer's record
  3. The member
  4. The U.S. Government

- 7-6. What activity creates the officer's service record?
1. EPMAC
  2. NRPC
  3. BUPERS
  4. The activity that delivers the officer's appointment

- 7-7. When a permanent record is created, commissioning and other service record documents should be forwarded to what activity?

1. CHNAVPERS (PERS 313C1)
2. COMNAVCRUITCOM Code 13
3. EPMAC (Code 31)
4. NRPC (Code 401)

LEARNING OBJECTIVE: Identify the procedures used to maintain officer service records.

- 7-8. A Naval Academy midshipman is disenrolled from training and retained in the naval service. To which of the following publications should you refer for information on the action you should take?

1. DFAS PAYPERSMAN
2. DODFMR
3. JFTR
4. MILPERSMAN

- 7-9. Certain documents in an officer's service record relating to his/her tour at the present command have no permanent historical value in the personnel administration of the officer's career. What should you do with these documents?

1. Remove and destroy them
2. File them in the activity's miscellaneous file
3. Remove and give them to the member
4. Remove and send them to CHNAVPERS for inclusion in the officer's permanent microfiche record

- 7-10. If you are responsible for performing officer check-ins and you discover errors in the service record, what action should you take?

1. Act as if no errors were discovered and complete the check-in
2. Make a page 13 entry noting the errors only
3. Call the previous command and inquire as to why they neglected to correct discrepancies before the officer transferred
4. Communicate with the previous command that made the error and request they provide the necessary information to resolve the discrepancy

LEARNING OBJECTIVE: Recognize the purpose of microfiche service records. Identify the procedures for using microfiche records.

- 7-11. What is the officer microfiche record intended to reflect?

1. Awards only
2. Fitness reports only
3. Personal data only
4. Official history of the officer's career in the Navy

- 7-12. Which of the following types of documents are contained in the officer's official microfiche record?

1. Ones that bear or reflect on character
2. Ones that bear or reflect on performance
3. Ones that bear or reflect on professional qualifications and fitness
4. All of the above

- 7-13. Which of the following documents should be filed in an officer's official microfiche record?

1. Birth certificates
2. Court decrees
3. Fitness reports
4. Marriage licenses

7-14. The officer microfiche record is of particular importance in which of the following situations?

1. Selection for divisional assignment
2. Selection for departmental assignment
3. Selection for promotion
4. Selection for secret missions

7-15. What article in the MILPERSMAN discusses the availability of microfiche records?

1. 3838014
2. 5010125
3. 5030102
4. 5030130

LEARNING OBJECTIVE: Recognize the purpose of the officer field service record.
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7-16. The U.S. Navy Officer Service Record is identified by what form number?

1. NAVPERS 1070/66
2. NAVPERS 1070/601
3. NAVPERS 1070/602
4. NAVPERS 1070/621

7-17. Signatures made in an officer's service record must be made using what color ink?

1. Black only
2. Blue-black only
3. Black or blue-black
4. Red

7-18. Field service record documents serve a dual purpose. However, these documents primarily record vital events in an officer's career for use in which of the following situations?

1. Assignment decisions
2. Promotion decisions
3. Permanent recordkeeping
4. Each of the above

7-19. If a microfiche record is lost or damaged, what record becomes the first source for replacing documents?

1. Officer's field service record
2. Officer's junk jacket
3. Officer's personal record
4. SECNAV's officer duplicate service record

7-20. Which of the following is NOT a purpose of officer field service records?

1. To assist the commanding officers in making daily personnel decisions
2. To record vital events in an officer's career, such as assignment recommendations
3. To record vital events in an officer's career, such as promotion potential
4. To record events in an officer's career, such as officer dependent's financial responsibility

7-21. At which of the following locations is the officer service record maintained for officers stationed ashore?

1. The base administrative office
2. Legal office
3. The parent command's administrative office
4. PERSUPDET

7-22. If an officer is attached to a squadron that is embarked aboard an aircraft carrier, where would his/her service record be maintained?

1. The ship's administrative office
2. The squadron's administrative office
3. The ship's personnel office
4. The ship's office

7-23. The field service record is the property of the

1. U.S. Government
2. member
3. member's command administrative office
4. member's command personnel officer

LEARNING OBJECTIVE: Identify the documents to be filed in the officer's field service record.

7-24. The responsibility for making sure the officer's service record is accurate in all respects rests with the

1. administrative officer
2. commanding officer only
3. commanding officer and the member
4. personnel officer

7-25. What action should be taken when an adverse matter is to be entered in an officer's service record?

1. Afford the officer an opportunity to review the material and submit a statement before it is filed in the service record
2. Make a derogatory page 13 entry without his/her knowledge
3. Send official notification to CHNAVPERS for inclusion in the officer's official microfiche service record

7-26. You should file which of the following documents in the officer's field service record?

1. Documents of personal nature
2. Current PCS orders
3. Wills
4. All of the above

7-27. An officer is transferring PCS from your command. What should you do with official correspondence from the current command, letters of appreciation, and designation letters?

1. Give them to the member
2. File them in the command's miscellaneous file
3. Forward them to the next command
4. Remove and destroy them

7-28. Which of the following documents should be filed in the left side of an officer's service record?

1. NAVRES 1321/1
2. NAVPERS 5510/1
3. OPNAV 5211/9
4. Each of the above

7-29. Which of the following documents should be filed in the right side of an officer's service record?

1. NAVPERS 1301/51
2. NAVRES 3210/2
3. NAVPERS 5510/3
4. OPNAV 5520/20

7-30. Which, if any, of the following DD Forms identifies the Personnel Security Questionnaire?

1. 398
2. 1829
3. 2384
4. None of the above

7-31. You should file the History of Assignments, NAVPERS 1070/605, for officer personnel in what location?

1. Junk jacket
2. Left side of the field service record
3. Right side of the field service record
4. Officer's personal record

7-32. To find the total number of officer dependents, which entitles the member to collect BAQ on behalf of those dependents, you should refer to what form in an officer's field service record?

1. NAVPERS 1070/125
2. NAVPERS 1070/602
3. NAVPERS 1070/605
4. NAVPERS 1070/887

7-33. To obtain identification cards for his/her dependents, an officer should complete what form?

1. DD Form 1172
2. DD Form 2284
3. NAVPERS 1070/74
4. NAVPERS 1070/610

LEARNING OBJECTIVE: Identify the purpose of the officer junk jacket. Identify the instances requiring a record to be opened or closed.

7-34. It is preferred that an officer's junk jacket be maintained by which of the following individuals?

1. The administrative office that maintains the officer's field service record
2. The commanding officer
3. The personnel officer
4. The member

7-35. You should identify the officer's junk jacket by recording what information across the top of the folder?

1. Full name
2. Junk jacket
3. Social security number
4. All of the above

7-36. What should you do with an officer's junk jacket upon his or her transfer?

1. Deliver it to the member
2. Destroy it
3. Forward it to the next commanding officer
4. Keep it in a safe location for future reference

7-37. What should you do with an officer's junk jacket upon his or her separation from the Navy?

1. Deliver it to the member
2. Destroy it
3. Forward it to NRPC
4. Keep it in the administrative officer's miscellaneous file for future reference

7-38. An officer's service record remains open when the officer is in what status?

1. Retained in an active or inactive status in a reserve component
2. Retired
3. Discharged
4. Dismissed

7-39. An officer's service record is closed when the officer is in which of the following situations?

1. Discharged
2. Dismissed or retired with no further military obligation
3. Resigned
4. Each of the above

7-40. If you mail an open service record, you should use U.S. Postal Service First Class mail and what form?

1. NAVPERS 1070/601
2. NAVPERS 1070/621
3. NAVPERS 1070/622
4. NAVPERS 5000/64

**LEARNING OBJECTIVE:** Identify the procedures used when handling officer service records in various situations.

- 7-41. If your command wants acknowledgement that records have been received by a command, you should include an additional copy of the records transmittal sheet and what other item?
1. Letter
  2. Memorandum
  3. Money order so they can buy postage stamps
  4. Self-addressed return envelope
- 7-42. If an officer reports to your command for duty, and he/she states that the records were lost en route, you should request a copy of essential documents from what location?
1. CHNAVPERS (PERS 313C1)
  2. EPMAC (Code 31)
  3. SENAV
  4. The last command
- 7-43. When an officer transfers from your command, you should handle his/her records in which of the following ways?
1. Allow the officer to hand carry them
  2. Mail them to the officer's next reporting activity
  3. Both 1 and 2 above
- 7-44. A reserve officer is recalled to active duty. What action should you take concerning this officer's records?
1. Transfer them to CHNAVPERS
  2. Transfer them to EPMAC
  3. Transfer them to NRPC
  4. Transfer them with the member or forward to the activity processing the member to active duty
- 7-45. When reserve officers are assigned to active duty for training (ADT) over 29 days, what action is taken regarding their records?
1. Transfer them to CHNAVPERS
  2. Transfer them to NRPC
  3. Transfer them with the members only
  4. Transfer them with the members or forward to the activity designated on the ADT orders
- 7-46. A reserve officer's inactive duty training orders have been terminated, and the member has been transferred to the Individual Ready Reserve (IRR). You should forward the member's service record to what command?
1. CHNAVPERS (PERS 664)
  2. EPMAC (Code 13)
  3. NRPC (Code 401)
  4. SECNAV
- 7-47. An officer is attached to your command but is in a prisoner of war or missing status. You should forward the member's records to what command?
1. CHNAVPERS (PERS 663)
  2. EPMAC (Code 31)
  3. NRPC (Code 401)
  4. SECNAV
- 7-48. The closed service record and/or health and treatment record packet for officers separated from the regular Navy or Naval Reserve should be forwarded to what command?
1. BUPERS
  2. CNO
  3. NRPC
  4. SECNAV
- 7-49. An officer has been discharged from the regular Navy or Naval Reserve for interservice transfer to another branch of the U.S. Armed Forces. The member's records should be sent to what command?
1. CHNAVPERS (PERS 253C)
  2. CNO
  3. NRPC (Code 401)
  4. SECNAV

7-50. You would send records of  
officers who are deceased to  
what command?

1. CHNAVPERS (PERS 663)
2. EPMAC (Code 31)
3. NRPC (Code 401)
4. SECNAV